

<b>PUBLIC EMPLOYEES' RETIREMENT SYSTEM</b> PERS-HRD-88 (Rev. 7/89) (PC)		Title of Position Process Engineering Assistant
<b>POSITION DUTY STATEMENT</b>		Division Information Technology Services Branch Innovation Services Division
<b>INSTRUCTIONS:</b> The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.  Recruitment 6520		Location of Headquarters 400 Q Street, Sacramento, CA 95814 <hr/> Class Title of Position Assistant Information Systems Analyst <hr/> Position Number 815-1479-714 (1191) <hr/> Effective Date 11/01/09
Percent of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:  Under the direct supervision of the Business Engineering Manager, this position is responsible for assisting in analyzing business processes throughout the enterprise to develop and recommend process changes and technology solutions that will provide operational efficiencies and improved customer service for the organization.  40%      Assists in the establishment and maintenance of Baselines and Roadmaps which tracks project requirements, defines functional objectives, training dependencies, training requirements, and internet/intranet requirements for new/modified automation projects. Assists in identifying Users system interfaces and performance requirements. Specifies the data required to be stored and the processes to be performed by the application. Develops report requirements within the application.  35%      Assists in business process re-engineering projects. Meets with Subject Matter Experts (Users) in various CalPERS business areas in order to understand and determine the processes they utilize in their work. Documents the Users current environment, including applications/software in place, inputs, work performed, parties, procedures, and outputs. Helps determine and documents the effects, causes, and current status of the Users processes.  Assists in analyzing the Users current processes in order to help identify where the business processes could be more efficient, effective, and/or automated.  Assists in determining and defining alternative solutions to processes that do not meet the Users requirement, including utilizing alternative software, upgrading current applications, employ the use of electronic tools such as databases, web-based software, and other automation systems. Performs economic analysis and cost/benefit analysis on the recommended solutions.  10%      Researches and analyzes the Users business environment, equipment, and procedures in order to recommend and determine the needs for information systems resources and services. Meets with Users on a continuous basis in order to track efficiency and effectiveness of new business processes and requests for changes. Assists the research, evaluation, and selection of IT products and services to be utilized by the Users.  10%      Assists in establishing training plans for new processes and systems that have been recommended/implemented by the unit. Assists in developing and producing training materials and trains users on the new processes and systems.  5%      Participates in a wide variety of special projects as determined by branch needs.	

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